



# Quick Reference Guide 2

## Lync for Mac 2011

### Lync Web Conferencing






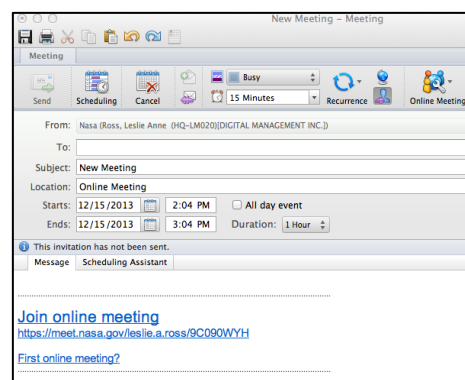
Lync for Mac 2011 is the latest instant messaging (IM) client from Microsoft for the Macintosh platform and is the upgrade for Microsoft Office Communicator.

Lync can support up to 15 concurrent meeting attendees without a VTS seat. With a VTS seat, you can host up to 199 participant. To request a seat, contact ESD or log into [esd.nasa.gov](http://esd.nasa.gov) | Service Order | Collaboration Services. To include between 200-999 participants, contact ESD no less than 24 hours before the meeting date and time.

## Create a Lync Online Meeting

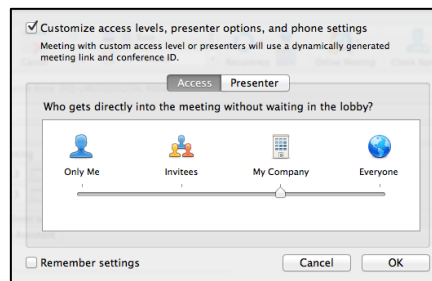
### Create the Meeting Invitation

1. From your Outlook calendar, click  **Meeting** to create a meeting. An *Outlook Meeting Invite* window will display (shown below right).
2. Click  **Online Meeting** and then click **Create Online Meeting** from the drop-down list. A link is inserted into an *Outlook Meeting Invite* (shown right).
3. To set the access and permissions to the online meeting, click  **Online Meeting** again and display the drop-down menu.
4. Click **Set Access and Permissions** from the drop-down menu. The *Access and Permissions* window displays (shown middle right).



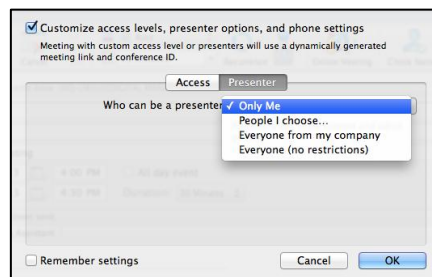
*Questions regarding which settings are appropriate for your specific meeting and agenda must be directed to your organization leadership or the Privacy Manager at your center.*

5. If not displayed, click **Access** to display the *Access* options (shown right).
6. Drag the slider to select the appropriate group for “**Who gets directly into the meeting without waiting in the lobby?**” The available options are **Only Me**, **Invitees**, **My Company**, and **Everyone**. The default setting is anyone from **My Company**.



*Use these options to decide who can join the meeting directly, and who waits in the Lobby until a Presenter admits them. **Best practice:** change this setting for large meetings, or when you have a high security meeting and SBU/sensitive/privacy information.*

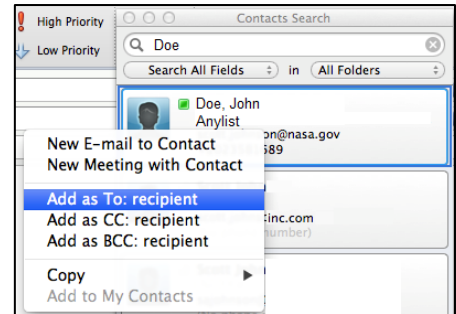
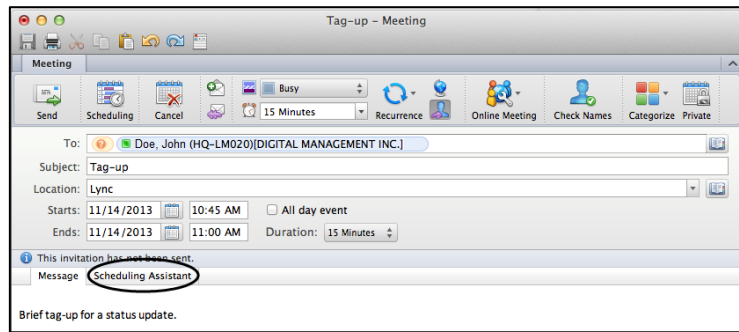
7. Click **Presenter** to display the Permissions options (shown right).
8. Click the drop-down arrow for the the field “**Who can be a presenter?**” And select from the options **Only Me**, **People I choose**, **Everyone from my company**, **Everyone (no restrictions)**.
9. Click to select the checkbox **Remember settings** to set as default for future meetings.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

### Invite Attendees

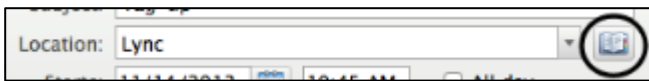
1. In the *Outlook Meeting* window, enter the **subject, date** and **time** for the Lync meeting.
2. Click the *Scheduling Assistant* tab (shown right) to check an attendee's schedule.
3. Under **All Attendees**, click the + **Plus** for **Add New**. The *Contact Search* will display (shown below).
4. Enter a **name** in the **text** field of the *Contact Search*. A search result will display automatically (shown right).
5. Select the desired name from the search result and Control + click to do one of the following:
  - a. Select **Add as To: recipient**.
  - b. Select **Add as CC: recipient**.
  - c. Select **Add as BCC: recipient**.



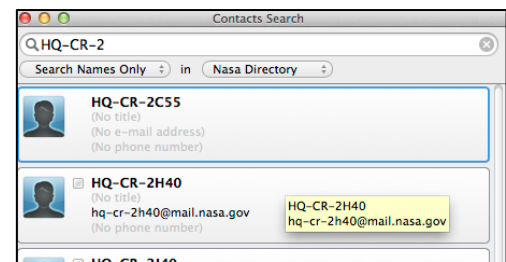
From the Control + click menu you can also send an Email to the Contact, create a new Meeting with the Contact or copy the Name or Email Address.

### Indicate the Room Location

1. To indicate the room location, click **Search for rooms** for the Location field.



2. The *Contact Search* window displays. (shown right). Ensure you are focusing the search in the **NASA Directory**.
3. Enter the name of the conference room.



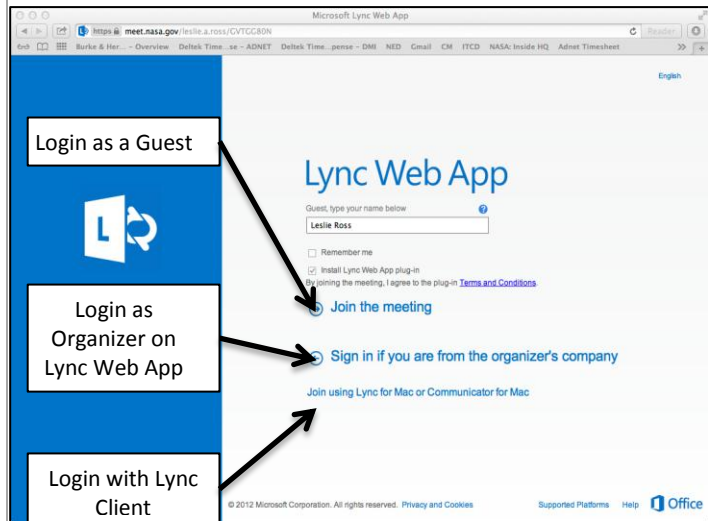
Remember conference rooms at NASA HQ use the naming convention HQ-CR-[Room Number].

4. Control + click on the appropriate room from the list and click to select **Add as Resource**.
5. Set the remaining options as appropriate:

Icon	Description
	Use the Reminder menu to set a reminder for this meeting.
	Make this meeting recurring.
	Show time zone options.
	Request that attendees indicate whether they plan to attend or not.
	Check Names icon: verify the names and address of the participants to make sure you can send messages to them.
	Categorize icon: assign to a category. You can also add a new category, or edit an existing category.
	Private icon: hide the contents of this meeting from others.
6. Click <b>Send</b>	



## Log into an Online Meeting

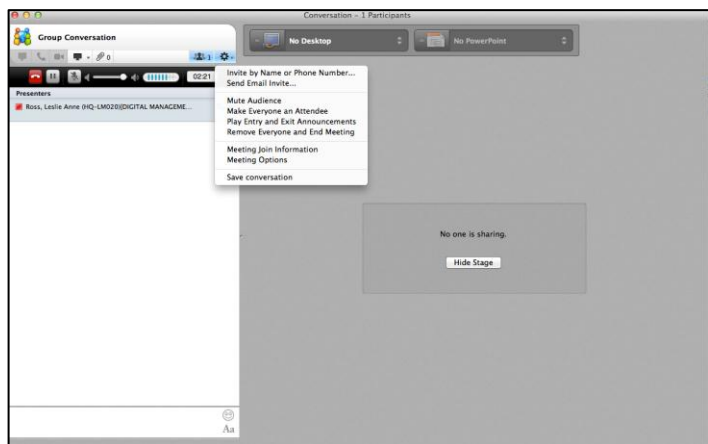
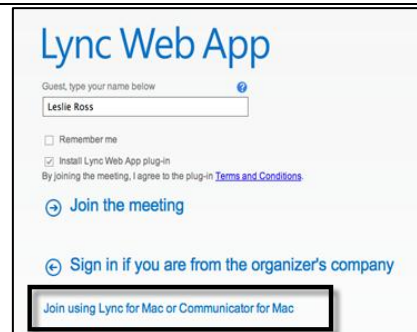
- From your Outlook Calendar, open the Calendar meeting with the **Online meeting** link and click **the link** to start the meeting. The *Lync Web App* welcome screen displays (shown right).
- Use one of these methods to log into the meeting room:
  - Recommended for those with NASA credentials and a NASA-issued Mac: Join the meeting using the Lync Client application and bypass the web interface - click **Join using Lync for Mac or Communicator For Mac**.
  - Recommended for those with NASA credentials working on a non NASA-issued Mac: Join the meeting using the Lync Web App as the **Organizer** - click **Sign in if you are from the Organizer's company**.
  - It is not recommended to join the meeting as a guest as you cannot host the meeting with Organizer rights.



## Join the Meeting in the Lync for Mac 2011 Application

This is the recommended method of joining a Lync meeting from a Mac.

- From your Outlook Calendar, open the Calendar meeting with the **Online meeting** link and click the **link** to start the meeting. The *Lync Web App* welcome screen displays (shown right).
- Click **Join using Lync for Mac or Communicator for Mac**. The *Privacy Disclaimer* for NASA Lync use will display.
- Click the checkbox for the option **"I have read the above and agree to the terms."**
- Then click **Continue**. The Lync for Mac 2011 client will display the meeting room (shown right).
- Click  the **Participants** icon to display the attendees list and access the Lobby. From the Lobby, you can admit attendees waiting to join the meeting.
- Click  the **Options** icon to use the following features:
  - Invite by Name or Phone Number;
  - Send Email invite;
  - Mute Audience;
  - Make Everyone an Attendee; Play Entry and Exit Announcements;



- Remove Everyone and End Meeting;
- Meeting Join Information;
- Meeting Options (discussed in detail on page 1 of this Quick Reference guide); and
- Save conversation.

## Join the Meeting via Lync Web App as the Organizer

Lync Web App is the browser-based version of Lync for those who are using a computer that does not have Lync installed. This scenario includes those working from anywhere and accessing their calendar through Outlook Web Access.





1. From your Outlook Calendar, open the Calendar meeting with the **Online meeting** link and click the **link** to start the meeting. The *Lync Web App* welcome screen displays.
2. Click **Sign in if you are from the organizer's company**. The **User name** and **password** fields display (shown right).

3. In the **User name** field, enter the NASA Network domain followed by your network user name, as in the example: `ndc\[username]`.
4. Click **Join the meeting**.

*You will be prompted to load a plug-in. Please install the plug-in the first time you use Lync Web App. Going forward simply click Allow.*

5. Click **Allow** to continue logging in. The *Privacy Disclaimer* for NASA Lync use will display.
6. Click the checkbox for the option **"I have read the above and agree to the terms."** Then click **Continue**. The browser moves your screen to the meeting room.

## Present in an Online Meeting Room

1. Click  the **Present** icon in the bottom left toolbar and select to present your **Desktop** or a **PowerPoint** presentation. The screenshot to the right illustrates a PowerPoint presentation being shared.
2. Click  the **Options** icon to adjust the **Join meetings** and **Instant Messages** features.
3. Click  the **Participants** icon to display the attendees list and access the Lobby. From the Lobby, you can admit attendees waiting to join the meeting.
4. Click  the **Layout** icon to select the appropriate layout from the options **Gallery**, **Speaker** and **Presentation** layouts.






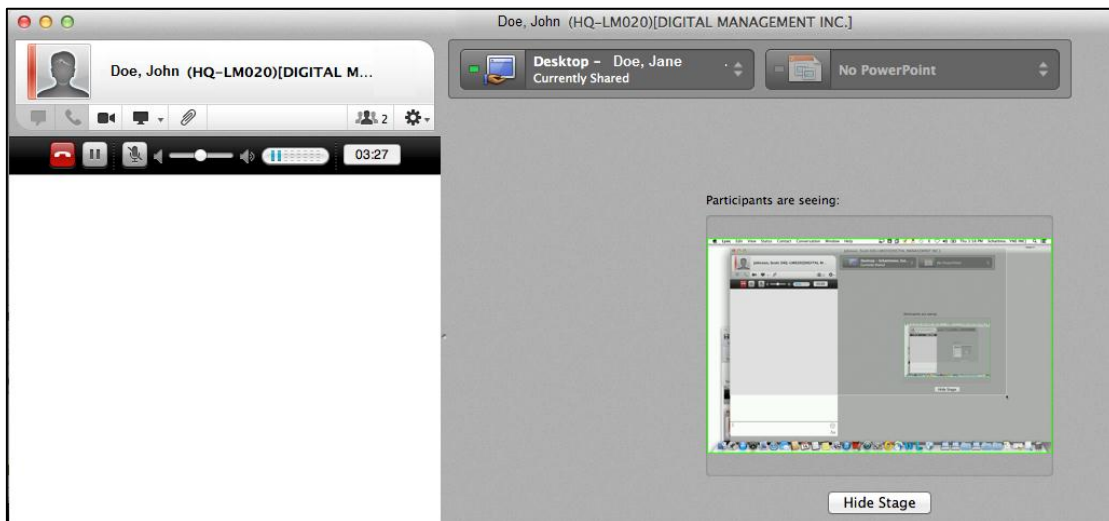
## Desktop Sharing in the Lync Client

Use Lync to share your desktop within a conversation window with attendees. Lync can support up to 199 concurrent meeting attendees via a secure https Internet connection.

*Macintosh users cannot upload a PowerPoint file for sharing from the Lync Client. You can, however, open the PowerPoint on your desktop and share the desktop. Alternatively, you can join the meeting from the Lync Web App interface through the internet and share a PowerPoint presentation in the meeting window.*

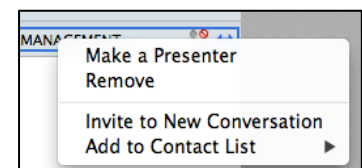
*You can also participate in a PowerPoint presentation that has been initiated from a Windows computer.*

1. From the Conversation window, click  the **Share content** icon to begin **Desktop sharing**.
2. From the **Share Content** drop-down menu, select **Desktop**. A message displays asking if you want to share your desktop. The message dialog box also informs you that people will be able to see everything on your screen.
3. Click **OK** to continue. The *Meeting room* screen appears (shown below) and displays your shared desktop in the Staging area. The image in the center right is what the attendees see in their meeting room window.
4. Move to the appropriate application on your desktop and begin collaboration.

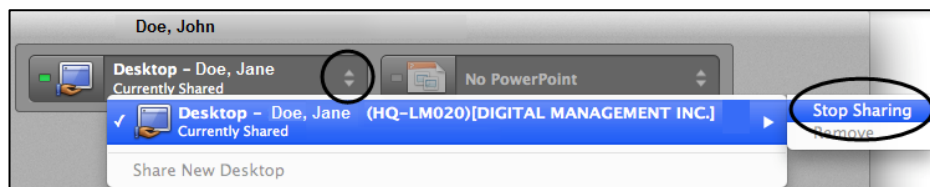


5. To make someone else the presenter, right click on their name in the Participants' list and select **Make a Presenter** from the shortcut menu.

*From the shortcut menu you can also Remove the participant, Invite them to a new Conversation (IM), or add them to your Contact List.*



6. To stop sharing your desktop, click the drop-down arrow (circled below) to display a shortcut menu.
7. Select the appropriate desktop and select **Stop Sharing**. This returns you to your IM conversation window.



8. To leave the conversation and allow the meeting to continue in your absence, click the **Red X** in the upper left corner.
9. To leave the conversation and end the meeting, or click **Options | Remove Everyone and End Meeting**.